Contact Information

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Course Description
The graduate internship in the Dillard College provides graduate students the opportunity to apply their scholarly knowledge to gain applicable business experiences, build their resumes and attain important business contacts. The internship program is committed to building positive relationships with participating businesses by providing highly prepared intern candidates.

Course Prerequisite
Consent of the graduate coordinator and Dean

May be repeated for up to 6 credit hours of internship credit in the DCOBA

Learning Goals
- To provide a quality internship experience for both the student and participating business.
- To provide a consistent framework for accounting internships which meets the requirements of the Texas State Board of Public Accountancy for inclusion in the hours required to sit for the CPA examination.(3 hrs. only)
- To ensure that students submit quality materials to potential internship host businesses.
- To ensure that students present themselves to internship host businesses in a professional manner.
- To offer another community outreach program that will build positive relationships with area businesses.
- To offer a variety of accounting related internship opportunities to students.
- To provide a consistent and accurate evaluation of internships.

Course Policies  All policies and requirements established by the Dillard College of Business Administration Internship Program Office apply to this course. These policies and requirements are attached to this syllabus and are considered part of it. Completion of the requirements specified in these attachments constitute the requirements of this course.
Grading and Evaluation:
Grade assigned will be a “CR” (credit) or “NC” (no credit)

Student's performance will be assessed using the following elements.
The student must complete the required hours of internship experience. The student's final grade will be
based on the evaluation provided by the internship supervisor and by the instructor's evaluation of the required
documentation of the student's performance as specified in DCOBA internship requirements. All
documentation must be prepared in a grammatically correct professional format.

Academic Integrity:
With regard to academic honesty, students are referred to the “Student Honor Creed” in the Midwestern State
University Undergraduate Catalog. Academic dishonesty (cheating, collusion, and plagiarism) is taken seriously
and will be investigated. The minimum penalty is an "NC" in this course and referral to the Dean of Students for
disciplinary action, which may result in expulsion from the University.

Americans with Disabilities Act:
If a student has an established disability as defined in the Americans with Disabilities Act and would like to
request accommodation, that student should please see me as soon as possible (i.e., within the first two weeks
of the semester). Refer to my office hours and phone number shown on page 1. This class follows the
guidelines suggested by the Center for Counseling and Disabilities Services for those students who qualify for
disability services. Please see Midwestern State University Undergraduate Catalog.

Syllabus Change Policy:
This syllabus is a guide for the course and is subject to change.

Additional Information:
Grade Appeals: Any student who believes a grade has been inequitably awarded should first contact the
instructor who awarded the grade to discuss the issue and attempt to resolve the differences. A student has
30 days following the first day of the succeeding semester to file a written appeal with the dean of the
instructor's college in which the course was taught. Refer to the Graduate Catalogue for further details. See
the MSU Student Handbook for University policy on grade appeal.

Grade Changes: No grade except “I” may be removed from a student's record once properly recorded.
Changes are not permitted after grades have been filed except to correct documented clerical errors.
Requests for error correction must be initiated immediately after the close of the semester for which the grade
was recorded.

Awarding and Removal of I: I - incomplete; a non-punitive grade given only during the last one-fourth of a
semester and only if a student (1) is passing the course; (2) has reason beyond the control of the student why
the work cannot be completed on schedule; and (3) arranges with the instructor to finish the course at a later
date by completing specific requirements that the instructor must list on the grade sheet. A student may
remove a grade of I within 30 days by completing the stipulated work.

Final Grades: The instructor does not post final grades. The department staff does not give out grades. Do
not call or stop by the department office to ask for grades. Only a student's instructor can release a student's
grade.
Summer, 2016 Time Line

June 7  - Learning Objective Agreement signed by student and supervisor due.

July 5  - Internship Activity log completed to date due.

August 2  - Final internship paperwork due:

- Activity log
- Final report
- Signed student evaluation form
- Signed employer evaluation form.

Please turn in to me or to my secretary, Pattie Redder.